



## **Programming Associate**

Har HaShem creates meaning in people's lives through Jewish practice. We are:

- A Caring Community
- A Spiritual Center
- A Place to Grow
- A Voice for Justice
- An Open Tent
- A Gathering Place
- A Part of a People

### **ASSOCIATE SUPPORTS SYNAGOGUE PROGRAMMING IN THE FOLLOWING AREAS**

Lifelong Learning (Youth and adult programs and special events solely focused on learning or with learning components)

- Maintain current public and internal calendars (one system, multiple calendars).
- Collect and maintain current program descriptions and other information (including website review).
- Create registration materials and track registration.
- Answer questions from participants, parents and others about any program; Route more complex questions to the correct person.
- Update database. Share information as appropriate with staff and program facilitators.
- Obtain set ups for programs and communicate them with facilities staff
- Order and prepare materials.
- Execute any follow-up for programs.
- Major programs, be the lead administrator and implementer.

B'nai Mitzvah (Lifecycle event for 13 year olds that is connected to a wide range of learning experiences for the student and parents)

- Maintain current public and internal calendars.
- Track and ensure family completion of required tasks towards becoming b'nai mitzvah, including clergy appointments.
- Schedule clergy appointments with families.

- Be the warm face of the b'nai mitzvah: answering questions or routing more complex questions to the correct person.
- Maintain all program supplies and resources for b'nai mitzvah (in addition to those that are part of the learning program such as congregational gifts).
- Work with Clergy and Director of Lifelong Learning to guide families through their experiences, requirements, and learning with mentors.

#### Supplies/Materials

- Maintaining general office and program supplies including ordering supplies and distributing them (or overseeing the distribution) to the appropriate place.
- Order and oversee serving of food for programs.

#### Other

- Additional duties as assigned

#### Physical demands

- Able to sit or stand for extended periods as job demands
- Can carry a 25-pound weight from location to location within the building
- Can climb a full flight of stairs easily

#### **Attributes**

Organized

Efficient

Quick learner

Self-starter

Team player

Independent Problem-solver

Multi-tasker

Patient and flexible

A "can do" attitude

Friendly

Knowledge of Judaism not necessary, but must be willing to learn

Facility with Google drive, databases, Excel, Word, and website interfaces

Reports to Director of Lifelong Learning.

#### **Compensation**

\$45,000-52,000, plus health benefits, long term disability insurance, paid time off.

To apply, email your resume and cover letter to [fg@harhashem.org](mailto:fg@harhashem.org).